



## OFFICE OF CONGRESSWOMAN LOIS FRANKEL (FL-22)

### **Community Project Funding (CPF): FY24 Homeland Security**

Return completed form and required documentation to: [becca.flikier@mail.house.gov](mailto:becca.flikier@mail.house.gov)

Due Date: Tuesday, March 14, 2023

***Account and Grantee Eligibility:*** The Subcommittee will only accept legally eligible requests under the following accounts: Pre-Disaster Mitigation (PDM) grants and Emergency Operations Center (EOC) grants. Please review the purpose and eligibility requirements, including any [environmental and historic preservation requirements](#), for these two grant programs to ensure proper consideration of the Member's request. Grant recipients must be a State or Territorial Administrative Agency or Tribal government.

***Cost-Share Requirements*** The PDM and EOC grant programs have cost-share requirements. Federal funding is available for up to 75 percent of the eligible activity costs. The remaining 25 percent of eligible activity costs must generally be derived from non-federal sources. The non-federal cost-share contribution is calculated based on the total cost of the proposed activity. For example, if the total cost is \$100,000 and the non-federal cost-share is 25 percent, then the non-federal contribution is \$25,000. For PDM grants, small, impoverished communities are eligible for up to a 90 percent federal cost-share for their mitigation planning and project sub-applications in accordance with the [Stafford Act \(42 U.S.C. § 5133\(a\),\(h\)\(2\)\)](#).

### **Additional guidance on Community Project Funding requests for eligible accounts:**

#### **Pre-Disaster Mitigation Grants**

FEMA's PDM grants assist state, local, tribal, and territorial governments with planning and implementing sustainable, cost-effective measures to provide long-term, permanent risk reduction to individuals and property from future natural hazards, such as floods and wildfires, while reducing reliance on federal funding for future disasters.

For PDM grant requests, applicants must answer specific eligibility questions to ensure the proposed project meets FEMA's requirements as detailed in the most recent Notice of Funding Opportunity (NOFO). The subcommittee encourages offices to consult with their State Hazard Mitigation Officers when submitting applications. You must answer all the eligibility questions to be considered.

For any PDM projects designated for funding in the FY 2024 Homeland Security Appropriations Act, the respective State or Territorial Administrative Agency, or Tribal government, must submit an application to FEMA and serve as the administrative agent for the grant on behalf of the entities responsible for the project (grant subrecipients).

CPF funding in the FY 2023 House bill ranged between \$320,482 and \$10,000,000 for individual PDM grants

#### **Emergency Operations Center Grants**

FEMA's EOC grants improve emergency management and preparedness capabilities by supporting flexible, sustainable, secure, strategically located, and fully interoperable EOCs with a focus on addressing identified deficiencies and needs. According to the National Fire Protection Association, an EOC is defined as a "facility or capability from which direction and control is exercised in an emergency. This type of center or capability is designated to ensure that the capacity exists for leadership to direct and control operations from a centralized facility or capability in the event of an emergency."

You must answer specific eligibility questions for EOC grants to ensure the proposed project meets FEMA's requirements as detailed in the most recent NOFO.

For any EOC projects designated for funding in the FY 2024 Homeland Security Appropriations Act, the respective State or Territorial Administrative Agency, or Tribal government, must submit an application to FEMA and serve as the administrative agent for the grant on behalf of the entities responsible for the project (grant subrecipients).

CPF funding in the FY 2023 House bill ranged between \$158,176 and \$3,000,000 for individual EOC grants.

**To Be Completed by Applicant:**

**General Information Needed from all Applicants**

- Entity Requesting Funds (aka non-federal project sponsor):
- Primary Point of Contact (name, email, phone number, organization address):
- Project Priority (if non-federal sponsor is submitting more than 1 project):
- Short description of the project to appear in the report:
- Total Project Cost (including breakdown of federal/non-federal shares):
- Requested Amount:
- Sources of funding for the full share of the cost of the project if amount received is less than amount requested:
- Whether the project has received Federal funding previously, and if so, the source and amount:
- Complete Description of Project (limit 1000 characters, including spaces):

**PDM Grant Information Needed**

- Is the requesting jurisdiction a state, tribal government, local government, or territory as defined in the Stafford Act (42 U.S.C. § 5122(4),(6),(8))?
- Is the proposed activity consistent with the current FEMA-approved multi-hazard mitigation plan in compliance with 44 CFR Part 201?
- Can the requesting entity provide a BenefitCost Analysis that validates the cost-effectiveness of the request?
- Does the total project cost reflect federal and non-federal resources?
- Can the requesting jurisdiction provide the required non-federal costshare (25 percent of the total project cost, or 10 percent of the total project cost for small, impoverished communities as detailed in the NOFO)?

- What is the minimum amount of federal funding needed for the project to advance if it is not feasible to fund the full federal costshare of the total project cost?

### **PDM Application Questions**

1. Provide a letter from the appropriate State or Territorial Administrative Agency, or Tribal government, confirming project eligibility and their willingness to administer the grant
2. Provide letters of support from local government entities demonstrating community support for the project(s)
3. Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the PDM grant program?
4. Can the requesting jurisdiction provide the required non-federal cost share (25% of total eligible activity costs, or 10% for small, impoverished communities), as detailed in the NOFO?
5. If less than the requested amount is provided as the federal share, would additional state, local, or other eligible funding sources be available to support the project?
6. Can the requesting jurisdiction provide a Benefit-Cost Analysis (BCA) or other documentation that validates cost-effectiveness, which is defined by FEMA as having a BCA of 1.0 or greater? A non-FEMA BCA methodology may only be used if preapproved by FEMA in writing.
7. Consistent with the NOFO for PDM grants, is the proposed activity consistent with the goals and objectives in both the state or tribal hazard mitigation plan (44 CFR Part 201) and the local hazard mitigation plan of the jurisdiction in which the project is located?
  - If so, what is the FEMA approval date and when will the plan expire?
9. Confirm the funding request does not include unallowable activities for PDM grants (e.g., dredging waterways; the purchase of emergency vehicles and equipment)
10. Describe how the proposed activity expands mitigation capacity rather than repair and maintenance of existing capacity.
11. How will the project provide long-term, permanent risk-reduction, as opposed to simply supporting Short-term, temporary emergency protective measures?
12. Can the recipient describe how the activity supports the needs of people disproportionately at risk of harmful impacts of natural disasters?
13. Does the recipient specifically encourage the adoption and enforcement of the latest disaster resistant building codes?
14. Provide a clear and detailed description of the proposed mitigation activity.
15. How will the mitigation activity be implemented?
16. Who will manage and complete the mitigation activity?
17. What risks will remain from natural hazards after project implementation (i.e., residual risk)?

18. How does the activity reduce the risk to individuals and property for future natural hazards, while reducing reliance on federal funding for future disasters?

19. Has the project been submitted, selected, or awarded funding in current or previous PreDisaster Mitigation (PDM), Building Resilient Infrastructure and Communities (BRIC), 7 Flood Mitigation Assistance (FMA), or Hazard Mitigation Grant Program fiscal year grant cycles?

20. If so, what is the subgrant ID, or which grant program and fiscal year was the application submitted, selected, or awarded funding?

21. Have you consulted with state, county, or local emergency management officials, or with FEMA about the proposed project?

- If so, please provide the name of the official, the agency they represent, and their contact information.

### **EOC information needed**

- Is the requesting jurisdiction a state, tribal government, local government, or territory as defined in the Stafford Act (42 U.S.C. § 5122(4),(6),(8))?
- Does the EOC request involve the construction or upgrading of a multipurpose facility, such as a public safety building or police/fire station?
  - If yes, does the CPF request limit costs to only the square footage directly associated with the EOC and not the entire facility?
- Can the requesting jurisdiction provide the required non-federal costshare (25 percent of the total project cost)?
- What is the minimum amount of federal funding needed for the project to advance if it is not feasible to fund the full federal costshare of the total project cost?

### **EOC Grant Application Questions**

1. Provide a letter from the appropriate State or Territorial Administrative Agency, or Tribal government, confirming project eligibility and their willingness to administer the grant?

2. Provide letters of support from local government entities demonstrating community support for the project(s)?

3. Is the proposed project eligible under the most recent Notice of Funding Opportunity (NOFO) for the Emergency Operations Center (EOC) Grant Program?

4. Is the requested federal funding amount limited to a maximum of 75% of the total project cost?

5. Can the requesting jurisdiction provide the required 25% non-federal cost share?

6. If less than the requested amount is provided as the federal share, would additional state, local, or other eligible funding sources be available to support the project?

7. Have you reviewed the funding restrictions and allowable costs section of the NOFO for EOC grants?

8. Confirm the funding request does not include unallowable activities for EOC grants (e.g., personnel costs; replacement radios for police, fire, and other response personnel; generators for emergency shelters; any equipment that is portable and does not directly support the functional and operational capabilities of an EOC)

9. Is the proposed project related to a structure or facility that meets the definition of an EOC, to include supporting incident management (on-scene) operations across multiple functional disciplines and/or jurisdictions?

10. For EOC projects that involve construction or upgrading of multipurpose facilities, such as public safety facilities, police/fire stations, etc., EOC grants may only be used for those parts of the facility that are directly associated with the EOC. Does the requested federal funding amount reflect the proportionate facility construction cost, which is generally based on the square footage (floor space) of the EOC compared to the square footage of the entire facility?

11. Have you consulted with state, county, or local emergency management officials, or with FEMA about the proposed project?

12. If so, please provide the name of the official, the agency they represent, and their contact information.